



**City Hall Safety Committee
Minutes
March 4, 2009**

Meeting called to order at 1:25 PM

Present: Adam Alix, Sylvia Bull, Todd Drew, Sue Nett, Tom Stoffel, Tasha Saecker.

Absent: Jeff Brandt, Brian Tungate. Kristi Heim

A. Motion to approve minutes made by S. Nett and seconded by T. Saecker.

B. Old Business

1. **EOEP Plan Review –Memorial Building** S.Nett has attempted to make contact with S. Scrovonski regarding EOEP for the Memorial Building. Target date for completion is late April 2009.
2. **CVMIC Building Walk Thru conducted Feb. 25, 2009** – City Hall and Library walk thru went very well. Only minor issues were noted including unmarked stairs which had not previously been identified. Senior Center will have a follow-up walk thru conducted – date to be set at the April 2009 Safety Meeting.

C. New Business

1. **Monthly Safety Topic** – *Before you do it ... Take time to think through it* was distributed and discussed. Topic covered making safe choices and following safety practices.
2. **Injury Review** – No injuries reported.
3. **Workers Comp Review (injuries and causes past 5 years)** – Based on this information it was determined that a hands on lifting training should be conducted with Library and Senior Center Staff based on their specific lifting tasks. T. Drew will coordinate training stations and training dates with T. Saecker and S. Bull.
4. **Space Heaters** – CVMIC suggested developing a policy regarding space heaters. Numerous space heaters were noted throughout the buildings including the Library and City Hall. T. Drew will contact Ben Rank CVMIC for sample policies and coordinate development with the N-M Fire Department.

D. Training

- 1. EOEP Training Drill** – April is the target to conduct EOEP Training Drills in the buildings. This will coincide with Tornado Awareness Month. Specifics to be discussed at the April 2009 Safety Meeting.
- 2. Asbestos Awareness Training-** T. Drew to supply A. Alix with a flash drive containing training to be completed by Building Maintenance Staff. IT Department has completed training.
- 3. Lockout/Tagout Policy Revisions-** T. Drew currently revising the current policy to specifically include vehicles and motorized equipment such as lawnmowers. Flash drive provided to A. Alix will also contain this training for Building Maintenance Staff. T. Drew will also provide A. Alix additional tags to be placed in all Lockout/Tagout boxes.
- 4. CPR/First Aid** – Training to be conducted on May 5, 2009 for Building Teams. Anyone unable to attend this training will have to schedule themselves for one of Menasha Health Department's summer training dates.

E. Meeting adjourned at 2:05PM

Next meeting Wednesday April 1, 2009 @ 1:15 PM.